

CLEMSON UNIVERSITY STAFF SENATE
February 13, 2018, 10:30 AM, Madren Conference Center

A g e n d a

1. Approval of Minutes
2. Open Commentary
3. President's Reports
 - A. Other:
 1. Human Resources
4. Treasurer's Report, Leslie Doss. FY18 funds as of February 12th were (a) Vending: \$9,580.52; (b) Staff Senate operating: \$2,605.65; (c) Staff Senate travel: \$308.60; (d) SDP: N/A [budget not populated yet]; (e) Fund 12 PSA/Extension Outreach: \$6,608.49.
5. Committee Reports
 - A. Standing Committees
 1. Activities, Roberta Balliet.
 2. Communications, Bindu Rangaraju. Communications will be meeting directly following the conclusion of today's senate meeting. Items that the committee would like to discuss are analytics on current staff senate website and InDesign training dates for the committee, as well as any other senators who might be interested.
 3. Membership, Shelly Geer & Deveraux Williams.
 - A. Call for Officer Nominations – Membership is accepting nominations for the offices of Vice President (President-Elect), Secretary, and Treasurer* (*must have access to Peoplesoft Financials) for 2018-2019. The term is for one year. Officers are installed at the Annual Banquet in April. Nomination forms must be completed and returned before the start of the regularly scheduled Staff Senate meeting on March 13, 2018. There are currently 8 Budget Centers that will need a call for nominations: PSA, CECA, CoB, CCIT, LIB, ATHL, Research & Econ Dev, and Advancement. CECA and LIB currently have senators that are eligible for 2nd terms if they wish. Each candidate will have the opportunity to address the Senate at the March meeting. Voting will be conducted after the meeting in an online ballot. Elections will close at noon on March 20, 2018. The Executive Committee and Candidates will be notified of the results after they have been confirmed by the Membership Committee.
 4. Policy & Welfare, JoAnna Floyd. (1.) Hiring Policies and Procedures - The P&W Committee met on January 16, 2018 with representatives from HR to discuss hiring policies and procedures. Thank you to Staff Senators for all of the questions submitted for this meeting and to HR representatives for meeting with P&W for over 2 hours to answer all questions. P&W will be providing a summary of the Q&A session to Staff Senate before the next meeting.
(2.) Staff Senate Scholarship - Karon sent out a survey to Staff Senators to gauge interest in P&W further evaluating the issue of extending the Staff Senate Scholarship to spouses. We received 24 responses from senators, 17 of whom said they would support extending the scholarship to spouses if there was no decrease in the amount or number of scholarships available to children of staff members. Most of these respondents support the scholarship fund through either payroll deduction or fundraising activities. Based on the results of the survey, P&W will be further evaluating this issue

with the Scholarship Committee to determine if/how the scholarship may be extended to spouses without impacting the funds available for children.

5. Scholarship, Tonyia Stewart.

A. Spring Soiree

B. University Committees

a. Women's Commission, Tina White.

6. Unfinished Business

7. New Business

8. Announcements

A. Dr. Ted G. Westmoreland Faculty Excellence and Class of 1956 Staff Excellence Awards – An awards committee for the Division of Undergraduate Studies is looking for 1 representative from each respective CU senate in order to review and select nominations for the above-mentioned awards. Award recipients receive a \$1,000 stipend and a plaque. Total time for the service is expected to be under 2 hours. The faculty and staff recipients of these awards will be recognized at the May University Awards ceremony (Attachments).

9. Adjournment

Next Meeting: Tuesday, March 13, 2018, 10:30 a.m., Madren Conference Center

CLEMSON UNIVERSITY STAFF SENATE
February 13, 2018, 10:30 AM, Madren Conference Center

Minutes

Members Present: Roberta Balliet, Mac Bevill, Laura Clay, Kayla Cleveland, Glenda Cotton, Leigh Dodson, Leslie Doss, JoAnna Floyd, Shelly Geer, Celeste Hackett, Dan Hofmann, Jeff Holliday, Barrett Kendjoria, Dan Lewis, Amanda Menefee, Aubrey Miller (Adobe Connect), Meg Newton, Tim Nix, Beth Perry, Rhonda Powell, Cody Price, Janeen Putman, Bindu Rangaraju, Lavonne Sloop, Amy Smedberg, Tonyia Stewart, Rebecca Trutwin, Michelle Voyles, Janay Whitesel, Sue Whorton, Deveraux Williams, and Holly Williams

Members Absent: Dustin Atkins, Savannah Bock, Jeff Bright, Billy Edwards, Michael Gilstrap, Debra Goss, Dionne Holt, Jan Lay, Janine Sutter, Rebecca Ulmer, and Tom Warnock

Guests: Laurie Haughey, Travis Pruitt, Sarah Reeves, Jackie Todd, Tom Ward, and Tina White

1. Approval of Minutes: Janeen Putman moved to approve the minutes from the January 9, 2018 Staff Senate meeting as written. Tonyia Stewart seconded the motion and the vote was unanimous. The minutes were approved.
2. Open Commentary: None
3. President's Reports: Staff Senate President Leigh Dodson attended the BOT meetings this previous Thursday and Friday. One project mentioned was the plan to have an Employee Daycare in place by 2020, likely ran by a third part vendor in order to ensure that all policies and procedures are followed by the national standard. Leigh also attended the Joint City-University Advisory Board meeting yesterday, allowing Leigh to share a PDF list on all current, future, and prospective projects on the university and city's books (such as student housing, assisted living, restaurants, shopping centers, etc.) Leigh also announced that the project for reboarding the Abernathy Boardwalk downtown Clemson is in need of volunteers, which could possibly serve as a good opportunity for some SDP graduates to obtain their volunteer hours. Along with that note on the SDP, President Clements has just recently approved funding for the FY19 (2018-2019) SDP Cycle.
 - A. Other:
 1. Human Resources, Laurie Haughey. Laurie showed senators how to navigate through the South Carolina state website to find benefits, perks, discounts, etc. for SC state employees (located at blue365deals.com). Laurie also demonstrated to senators the no-pay copay perk, which means free generic prescription meds for those who qualify. Alex will plan to send these links that he received from Laurie prior to today's meeting to all senators. Laurie finished up by reminding senators of the services offered by Deer Oaks, such as free creation and/or revision of your will and deeds for state employees, free taxi fare during times of unsafe travel or impairment, and many others.
4. Treasurer's Report, Leslie Doss. FY18 funds as of February 12th were (a) Vending: \$9,580.52; (b) Staff Senate operating: \$2,605.65; (c) Staff Senate travel: \$308.60; (d) SDP: N/A [budget not populated yet]; (e) Fund 12 PSA/Extension Outreach: \$6,608.49.
5. Committee Reports
 - A. Standing Committees
 1. Activities, Roberta Balliet. Activities met via email over the past month and then again in-person today prior to the senate meeting, during which the idea of another Staff Senate social outing was discussed. The committee would like to try something different and new, such as teaming up with Scholarship for a dinner together benefiting the scholarship fund followed by the group moving to Glazed of Clemson for some ceramic and pottery making. The group agreed that the timeframe would

likely land right after work/business hours, as that would be most convenient for as many senators as possible to participate. A highly sufficient show of hands showed that there was enough interest in this activity to move forward, so Activities will plan further to pursue this. Roberta also announced that the Golden Harvest campaign is back online through the entire month of March, so please make sure to donate and share in order to reach our goal!

2. Communications, Bindu Rangaraju. Communications will be meeting directly following the conclusion of today's senate meeting. Items that the committee would like to discuss are analytics on current staff senate website and InDesign training dates for the committee, as well as any other senators who might be interested. Communications met last month and is currently seeking some analytics on the Staff Senate Newsletter downloads/views, which is why a direct link to the newsletter wasn't sent out for this previous month's edition. Communications will go with the easier direct link moving forward, as many constituents complained again about how many clicks it took to access the newsletter (if it's a hassle to access, they will give up). Bindu mentioned needing some assistance from those with access in getting those results/analytics into Box once they come into her possession.
3. Membership, Shelly Geer & Deveraux Williams.
 - A. Call for Officer Nominations – Membership is accepting nominations for the offices of Vice President (President-Elect), Secretary, and Treasurer* (*must have access to Peoplesoft Financials) for 2018-2019. The term is for one year. Officers are installed at the Annual Banquet in April. Nomination forms must be completed and returned before the start of the regularly scheduled Staff Senate meeting on March 13, 2018. There are currently 8 Budget Centers that will need a call for nominations: PSA, CECA, CoB, CCIT, LIB, ATHL, Research & Econ Dev, and Advancement. CECA and LIB currently have senators that are eligible for 2nd terms if they wish. Each candidate will have the opportunity to address the Senate at the March meeting. Voting will be conducted after the meeting in an online ballot. Elections will close at noon on March 20, 2018. The Executive Committee and Candidates will be notified of the results after they have been confirmed by the Membership Committee. Senators are who soon retiring are: Debra Goss, Amanda Menefee, Deveraux Williams, and Shelly Geer (retiring after April's monthly Staff Senate meeting).
4. Policy & Welfare, JoAnna Floyd. (1.) Hiring Policies and Procedures - The P&W Committee met on January 16, 2018 with representatives from HR to discuss hiring policies and procedures. Thank you to Staff Senators for all of the questions submitted for this meeting and to HR representatives for meeting with P&W for over 2 hours to answer all questions. P&W will be providing a summary of the Q&A session to Staff Senate before the next meeting.
(2.) Staff Senate Scholarship - Karon sent out a survey to Staff Senators to gauge interest in P&W further evaluating the issue of extending the Staff Senate Scholarship to spouses. We received 24 responses from senators, 17 of whom said they would support extending the scholarship to spouses if there was no decrease in the amount or number of scholarships available to children of staff members. Most of these respondents support the scholarship fund through either payroll deduction or fundraising activities. Based on the results of the survey, P&W will be further evaluating this issue with the Scholarship Committee to determine if/how the scholarship may be extended to spouses without impacting the funds available for children.
5. Scholarship, Tonyia Stewart.
 - A. Spring Soiree – Tonyia has been reaching out to corporate sponsors; currently engaged with the Carolina Panthers and some other corporate organizations for funding. The group has struggled on meeting thus far, so they are planning on doing so next week in order to get things rolling. Scholarship asks that all senators start to reach out to folks for sponsorships and silent auction items, which Tonyia will put a form in Box with a list of

organizations/companies that she is currently pursuing, just to make sure that nobody double dips or bother any companies more than once.

B. University Committees

- a. Women's Commission, Tina White. March is Women's History Month, therefore the university will be having its first ever celebration of Women's History Month, with the Women's Commission hosting 4 separate events over the entire month and helping to market and assist with any other plans related to the cause over March. One of the first notable events will be a tailgate on Feb. 22 before the last women's home basketball game, which will also be senior night, as a social for any and all female athletes and lady tigers. There will be food and giveaways for those in attendance, and you will be able to come in free with your CUID as well as your family, or you may purchase tickets for just \$3 for outside attendees. The tailgate will be held near the Burton Gallery, so be on the lookout for further information. There will also be a late brownbag lunch/early dinner around 4 p.m. with Rhonda Robinson Thomas presenting on Anna Marie and Floride Calhoun and the historical female figures that helped shape Clemson's history. There will also be a staff forum hosted by the Women's Commission on March 22 at 1 p.m. in 118 ASC, so please make sure to come and share any questions, comments, or concerns. On the faculty side, there will be a faculty forum also hosted by the Women's Commission set for March 29 at 1 p.m. in Meeting Room B of Hendrix Student Center. Lastly, the Outstanding Women's Awards deadline to submit nominations is Friday, Feb. 23 by 4:30 p.m., with the awards ceremony scheduled for March 28 at 11:30 a.m. in Ballroom B in the Madren Conference Center.

6. Unfinished Business

7. New Business

8. Announcements

- A. Dr. Ted G. Westmoreland Faculty Excellence and Class of 1956 Staff Excellence Awards – An awards committee for the Division of Undergraduate Studies is looking for 1 representative from each respective CU senate in order to review and select nominations for the above-mentioned awards. Award recipients receive a \$1,000 stipend and a plaque. Total time for the service is expected to be under 2 hours. The faculty and staff recipients of these awards will be recognized at the May University Awards ceremony (Attachments).

9. Adjournment: There being no further business to discuss, the meeting adjourned.

Next Meeting: Tuesday, March 13, 2018, 10:30 a.m., Madren Conference Center



NOMINATION FORM FOR THE CLASS OF 1956 AWARD FOR STAFF EXCELLENCE

Established in 2013 through an endowment generously created and funded by members of the Class of 1956, the Class of 1956 Award for Staff Excellence is presented annually to a distinguished staff member who has made outstanding contributions in the area of undergraduate student success at Clemson University. The award recipient will receive a monetary award of \$1,000 and a plaque. Additionally, the staff member's name will be added to the perpetual Class of 1956 Award for Staff Excellence plaque on display in the Class of 1956 Academic Success Center Building.

To nominate a staff member for the Class of 1956 Award for Staff Excellence:

1. Complete this form and certify that you will not notify the nominee that you have nominated him/her for this Award.
2. Attach a statement (maximum of two pages) describing the outstanding contributions your nominee has made to undergraduate student success at Clemson and why you believe the nominee is deserving of this Award.
3. Send the completed nomination form and statement to the attention of Tabitha Harvey in 232 Academic Success Center or to tabith@clemson.edu. To receive consideration by the Award committee, nominations must be received by 4:30pm on Monday, April 2, 2018.

I. NOMINEE INFORMATION:

Name: _____

Title: _____

Department: _____

Years employed at Clemson: _____

II. NOMINATOR'S CERTIFICATION:

I certify that I have not informed the nominee of this nomination, and that the attached statement accurately reflects the nominee's contributions to undergraduate student success at Clemson.

Name

Department (if employee) or Major (if student)

Phone number

Signature

Date



NOMINATION FORM FOR THE DR. TED G. WESTMORELAND AWARD FOR FACULTY EXCELLENCE

Established in 2013 through an endowment generously created and funded by the late Dr. Ted G. Westmoreland, the Dr. Ted G. Westmoreland Award for Faculty Excellence is presented annually to honor a distinguished faculty member who has made outstanding contributions in the area of undergraduate student success at Clemson University. The award recipient receives a monetary award of \$1,000 and a plaque. Additionally, the faculty member's name is added to the perpetual Dr. Ted G. Westmoreland Award for Faculty Excellence plaque on display in the Class of 1956 Academic Success Center Building.

To nominate a faculty member for the Dr. Ted G. Westmoreland Award for Faculty Excellence:

1. Complete this form and certify that you will not notify the nominee that you have nominated him/her for this Award.
2. Attach a statement (maximum of two pages) describing the outstanding contributions your nominee has made to undergraduate student success at Clemson and why you believe the nominee is deserving of this Award.
3. Send the completed nomination form and statement to the attention of Tabitha Harvey in 232 Academic Success Center or to tabith@clemson.edu. To receive consideration by the Award committee, nominations must be received by 4:30pm on Monday, April 2, 2018.

I. NOMINEE INFORMATION:

Name: _____

Title: _____

Department: _____

Years employed at Clemson: _____

II. NOMINATOR'S CERTIFICATION:

I certify that I have not informed the nominee of this nomination, and that the attached statement accurately reflects the nominee's contributions to undergraduate student success at Clemson.

Name

Department (if employee) or Major (if student)

Phone number

Signature

Date



PRESIDENT'S COMMISSION ON
WOMEN

***CELEBRATING WOMEN'S
HISTORY MONTH***

CELEBRATING WOMEN'S HISTORY MONTH

February

22 at 6 pm, Littlejohn Coliseum

Kickoff event – “Celebrating Women in Athletics” Tailgate

Celebrate all Clemson University female athletes at our tailgate just prior to the last Women's Basketball home game of the season. Come for the tailgate and stay to support our Tigers! Hosted by the President's Commission on Women.

26 at 6 pm, Watt Family Innovation Center, Auditorium

Reclaiming My Voice: Angela Burt-Murray

Angela Burt-Murray is an award-winning journalist, author, and producer. She has produced and directed content for several magazines, TV specials, and books. Burt-Murray currently serves as the Deputy Editor of GLAMOUR magazine. Coordinated by the Gantt Multicultural Center.

28 at 5 pm, Hardin 100

Kickoff event – “Decision-Making Paralysis at General Motors” - Elizabeth Briody

This presentation captures the cultural issues that emerged when three GM engineering organizations, and their business counterparts, were asked to develop a compact car. Little did anyone know that no one made decisions the same way. The result: decision paralysis.

MARCH 2018

CELEBRATING WOMEN'S HISTORY MONTH

March

1-3, Hendrix Center

2018 Southeastern Woman's Studies Association Annual Conference

“Transformations: Leading Change”

Plenary speakers will be included in the Women's History Month lineup and open to the public. Details to come. Sponsored by Women's Leadership at Clemson University.

8 at 4 pm, 118 Academic Success Center

"Why We Need More Women in American Newsrooms." - Marilyn W. Thompson

International Women's Day Program Marilyn W. Thompson, a renowned investigations reporter and editor, is national weekend and deputy political enterprise editor The Washington Post. Sponsored by the Humanities Hub.

12 at 4 pm, 118 Academic Success Center

Brown Bag Lunch Presentation, “Clemson University's Female Founders” - Dr. Rhondda Robinson Thomas

Clemson Professor of English, will share stories of the women behind the founding of our institution. Bring a lunch; refreshments provided. Sponsored by the President's Commission on Women.

MARCH 2018

CELEBRATING WOMEN'S HISTORY MONTH

14 at 6 pm, Hendrix Center, Ballrooms

Minority Student Success Initiative Speaker, Dr. Consuela Ward

Sponsored by the Minority Student Success Initiative and the Office of Inclusion and Equity.

15 at 5:30 pm 313 Watt Family Innovation Center

AAUW Smart Start Salary Negotiation Workshop – Dr. Lori Pindar

Start Smart is specifically designed to teach you how to negotiate salaries for a new job. In every two-hour workshop you'll gain confidence in your negotiation style through facilitated discussion and role-play. This workshop is aimed at undergraduate/graduate women about to enter the workforce.

20 TBA

Lillian Brock-Flemming

Motivational talk... Sponsored by The President's Commission on Black Faculty and Staff

22 at 1 pm, 118 Academic Success Center

Women's Commission Staff Forum

Come meet to talk about your experience as a female staff member at Clemson University.

MARCH 2018

CELEBRATING WOMEN'S HISTORY MONTH

27 at 1 pm, Meeting Room A, Hendrix

Creating a Racially Inclusive Campus Environment - Nekima Levy – Pounds

Workshop will explore the importance of fostering a welcoming campus environment for all students that values diversity

Sponsored by the Harvey & Lucinda Gantt Multicultural Center

28 at 11:30 am, Ballroom B, Madren Center

Outstanding Women's Awards Deadline to [submit nominations](#) is Friday, February 23, 2018 at 4:30 p.m. Sponsored by the President's Commission on Women.

29 at 1 pm, Meeting Room B, Hendrix

Women's Commission Faculty Forum

Come meet to talk about your experience as a female faculty member at Clemson University

MARCH 2018



PRESIDENT'S COMMISSION ON WOMEN

Celebrating Women's History Month

clemson.edu/administration/commissions/womens-commission/

Like us on Facebook and share events of the month

Thursday, February 22



PRESIDENT'S COMMISSION ON
WOMEN
Celebrating Women's History Month

CLEMSON
WOMEN'S BASKETBALL

Celebrating Women in Athletics

Supporting the Women's Basketball team



*Join us as well as other Clemson Women's Athletes for this
special kickoff to Women's History Month
Tailgate begins at 5:30pm, Gametime is 7pm
Your Clemson ID gets you and your family in Free
Community tickets are available for \$3. Use Promo code: WOMEN
Enter through Burton Gallery*